

Department of Mechanical and Civil Engineering
AFTER HOURS –LAB PASS APPLICATION

NAME _____

SEMESTER _____

HOME PHONE _____

DATES _____

MAJOR _____

HOURS _____

LABS _____

PURPOSE OF THE PASS _____

FACULTY MEMBER REQUESTING PASS _____ DATE _____

(Signature)

FACULTY COMMENTS _____

___ Hand Held Tools

___ Hand Held Power Drills, Saws, so on.

STUDENT ACCEPTANCE

I have read and agree to follow all LAB PASS POLCIES. I realize that any violation of these policies will cause the loss of lab privileges.

NAME _____ DATE _____

(Signature)

(Print name)

PASS APPROVAL

ME Department Administrative Assistant

LAB PASS POLICY

Passes are issued only for labs and study areas and student club activities and can only be used for the purpose as stated on the pass.

When operating tools and performing experiments, safety glasses must be worn at all times.

Call Security (2111) to report any problems.

Arrangements to use **any** lab materials and supplies, such as paper for printers, must be made ahead of time with the lab supervisor during normal open lab hours. (*Denis Becker supplies paper for TR E110*)

If a computer is not functioning properly, or other problems are encountered, leave a note with Jean Willaert in TR E205.

Clean up must be completed in all areas.

Bicycles are **not** allowed in the building – bicycle racks must be used.

Must have two people in the lab at all times.

All individuals in the lab area have proper passes.

Must contact Security (2111) to be admitted to labs. Entry keys will not be issued.

Be sure all access doors are closed and locked (if door can not be locked – call Security)

No one can stay in any labs after 11 pm.